

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	TBC
POSITION TITLE	Investment Officer
CLASSIFICATION	LE5
SECTION	Trade and Investment
REPORTS TO (TITLE)	First Secretary (Investment)

About The Department of Foreign Affairs and Trade (Amend for each agency)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

The Investment Officer position will play a key role in achieving Australia's Southeast Asia Economic Strategy's objective to increase Australian investment in Cambodia, working closely with colleagues at the Australian Embassy and in other Australian missions in Southeast Asia as well as in Australia. Working under limited direction to implement initiatives under the strategy, working with Cambodian and Australian Government agencies, Australian investors and the Cambodian business community to promote Australian investment in Cambodia. You may be required to undertake travel within and outside of Cambodia and undertake work outside of normal business hours.

The position is part of the newly established Trade and Investment Office at the Australian Embassy in Phnom Penh and will require initiative and flexibility.

Key responsibilities of the position include but are not limited to:

- Build, develop and maintain collaborative networks with key business, government agencies and financial sector contacts.
- Maintain and develop a current understanding of the Cambodian Government policies and emerging issues including within and outside of the regulatory requirements for foreign investors.
- Work collaboratively with local project proponents to help them better understand Australian investor appetites and to shape investment opportunities to attract Australian investors.
- Undertake research and analysis to identify and report on investment environment, market insights, regulatory processes and barriers and existing and emerging business opportunities for Australian companies across a range of sectors.

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- Draft information for Australian businesses seeking opportunities in Cambodia, including advice on market conditions, the regulatory environment, organising investor business missions and provide other in-market support as required.
 - Contribute to investment outcomes across Southeast Asia by sharing best practice and ensuring consistent services are delivered across Australian missions in Southeast Asia.
 - Monitor and report on investment outcomes, including contributing to the development and delivery of the team business plan and achievement of individual and team objectives and targets.
 - Assist the trade and economic function of the Embassy as required, including preparing cables, research and statistical reports, correspondence and briefings.

Required Qualifications/Experience/Knowledge/Skills

- Qualifications in a relevant field are desirable but not mandatory.
- Work experience in a related field is desirable but not mandatory.
- Demonstrated skills in building and managing productive working relations with clients, suppliers, business partners and/or government bodies, and a proven ability to utilise a network to achieve business results.
- High level representation and communication skills (including interpersonal, negotiation, and business writing skills), particularly the ability to articulate investment deal concepts and ideas.
- Highly developed research and written communication skills, project management and problem-solving capabilities.
- Knowledge of or the ability to develop knowledge of Cambodian Government policies and regulations relating to foreign investment and/or opportunities and the operating environment for foreign investors in Cambodia.
- Ability to achieve results in a commercial environment and apply this successfully to investment facilitation.
- High-level proficiency in English and Khmer required. Experience in translation and interpretation highly desirable but not mandatory.